

COUNTY MANAGER

Turner County, Georgia, is seeking an energetic, motivated professional for the position of County Manager. This position shall be under the direct supervision of the Turner County Board of Commissioners. The county manager shall be responsible for the management of day-to-day operations of Turner County Government.

Major Job Duties: Supervises the work of county departments, Attends meetings of the Board of Commissioners; makes recommendations to the Board of Commissioners, Directs the purchasing of materials and supplies for the county, Directs the preparation of annual budgets for review and approval by the Board of Commissioners; advises the Board of Commissioners of the county's financial conditions, Supervises and administers the county's personnel system, Prepares required financial quarterly and annual reports. Serves as the Chief Finance Officer and HR Manager. Supervises and coordinates the performance of county contracts and oversees county construction projects subject to board approval, negotiates leases, contracts and legal agreements and ensures all provisions are met and all laws, county codes and ordinances are enforced.

Candidates should have a bachelor's degree or higher in public administration, business administration, accounting, finance, or closely related field, preferably with at least five years of progressively responsible experience as an administrator or manager in a local government operation. In lieu of a college degree, candidates with a minimum of ten years of progressively responsible experience as an administrator or manager in local government may be considered. Excellent communication and interpersonal skills, and a high degree of integrity and responsiveness are required.

Final Candidates will be required to successfully pass pre-employment and/or post-offer tests, as may be allowed by state and /or federal law. Salary and benefits are negotiable depending on qualifications. Send resumes, including references and desired salary amount for this position to the Board of Commissioners of Turner County, Georgia, Attention Commissioner Nick Denham, 208 East College Avenue, Ashburn, Georgia 31714 or email resume to Latrice Wilson, County Clerk @ latricewilson2003@gmail.com. Application deadline will be Friday, October 21, 2022.

Turner County is an Equal Opportunity Employer and a Drug- Free Workplace.